





Applying Training Credit for Staff who Attend Preservice

From Administrator **Main Menu**:

- **Person Directory**
- Do a person search to locate the person for whom you want to apply training credit
- ☒ Check the box next to the person's name
- [Training Notebook](#)
- From the left-side menu, click the down arrow ▼ to reveal **Learning Options**
- [Add History from Learning Catalog](#)
- In Local Code field, type: *PS*
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- Click on the [Underlined Title](#) for one module (Credit must be applied for each module individually)
- **Training Region**: Click in the field and select the county where the training was held
- **Status ***: Click in the field and select **Complete** from the drop-down menu
- **Start Date**: Type or use the calendar icon to assign the session start date
- **Completion Date**: Type or use the calendar icon to assign the date on which the session ended
- [Approvals & Scoring](#) tab
- Click on the Approved By magnifying glass icon 
- Do a person search to locate the name of the person who has approved applying credit
- Click on the person's [Underlined Name](#)
- **Licensure Hrs**: Assure that there is a 0 in this field
- **OCWTP Hours**: 3
- [Notes](#) tab (optional)
 - If desired, type additional notes in the Notes field
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